



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

Position Title: Transit Driver	Department: Transportation
Opening date: 05/09/2025	Closing date: 5/23/2025
# of vacancies: 2 Full-time	Location: Carnegie, OK and Anadarko, OK

POSITION DETAILS:

Status: Full-time	Reports to: Director of Transportation
Classification: Non-Exempt	Salary Range: \$13.00 per hour - \$18.00 per hour
Division: Housing and Community Development	

JOB SUMMARY: Works under the supervision of the Kiowa Tribal Transit Manager. The Transportation Director will be available for discussion on situations not covered by the instructions to determine appropriate course of action. The Transit Driver will be in charge of transporting passenger(s)/commuters to and from their destinations.

RESPONSIBILITIES:

- Use the cell phone to log in waiting passenger(s) information to the Tribal Transit Office.
- Pick up passenger(s) at designated locations and transport them to their desired destination.
- Check the passenger(s) destinations and determine the most appropriate and/or cost efficient route.
- Oversee the daily operation of vehicle and passenger(s) safety, mobility and make pre-trip vehicle checks.
- Keep record of work progress and any other duties assigned by the Transit Manager and/or Transportation Director.
- Daily trip sheet reports are to be submitted to the Transit Manager and/or the Dispatcher for compiling and recording monthly data.
- Receive money and/or commuter pass for fare fees and give accurate change.
- Keep accurate record of Transit driver shifts, income and expenses.
- Present excellent customer service to all customers.
- Respond to emergency situations as requested including hazardous and severe weather conditions which may involve fire, floods, and tornadoes. Coordinate with police and emergency dispatchers as required.
- All other duties assigned.

QUALIFICATIONS:

- High School Diploma or GED
- Must be knowledgeable of maps or understand navigation.
- Must be computer literate and must be able to understand directions.

REQUIREMENTS:

- Must possess a valid Oklahoma state drivers license and be insurable under the Kiowa Tribes Driving policy
- Must submit to and pass a pre-employment background check and pre-employment drug test.
- Positions are subject to random drug testing according to the Tribes Drug Free Workplace Policy and Federal DOT requirements.

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Must be able to travel when needed.
- Work is normally performed in an office work environment (occasionally outside)
- Regular sitting, standing, and walking
- Occasionally reaching, stooping, bending and lifting items weighing 50 pounds or less.

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